

**TRAINING PROGRAM OF INSTRUCTION
(TPI)**

FOR

DINFOS-VPD

VIDEO PRODUCTION DOCUMENTATION



Approved by:

/s/

Hiram Bell, Jr.
Colonel, U.S. Army
Defense Information School

Approval Date: JAN 5, 2006

VIDEO PRODUCTION DOCUMENTATION
TRAINING PROGRAM OF INSTRUCTION

Table of Contents

<u>Element</u>	<u>Page</u>
Preface	4
FUNCTIONAL AREA 1 – Foundations of Video Concepts	
Unit 1 The Role and Missions of the Military Videographer	6
Unit 2 Principles of Safety and Security	7
Unit 3 Fundamentals of Electricity and the Video Signal	8
Unit 4 Fundamentals of Video Editing Systems	9
Unit 5 Basic Applications of Non-linear Editing Techniques I	10
Unit 6 Common Techniques of Pictorial Continuity	11
Unit 7 Student Progress Measurements	12
FUNCTIONAL AREA 2 – Fundamentals of Videographic Production	
Unit 1 Introduction to Video Technology	13
Unit 2 Basis Characteristics of Light	14
Unit 3 Introduction to Optics and Lenses	15
Unit 4 Information Management of Visual Information Products	16
Unit 5 Preparation to Shoot and Record	17
Unit 6 Basic Principles of Visual Composition (Application and Framing)	18
Unit 7 Introduction to Visual Storytelling	19
Unit 8 Basic Applications of Pictorial Continuity	20
Unit 9 Introduction to Basic Camera Movements	21
Unit 10 Integration of Audio Fundamentals	22
Unit 11 Introduction to the Art and Aesthetics of Editing	23
Unit 12 Student Progress Measurements	24
FUNCTIONAL AREA 3 – The Art of Videographic Production	
Unit 1 Basic Applications of Non-linear Editing Techniques II	25
Unit 2 Basic Lighting for Video	26
Unit 3 Intermediate Audio Recording Skills	27
Unit 4 The Art of Composition Techniques	28
Unit 5 Electronic Field Production: Planning	29
Unit 6 Intermediate Applications of Non-linear Editing Techniques I	30
Unit 7 Electronic Field Production: Production	31
Unit 8 Intermediate Applications of Non-linear Editing Techniques II	32
Unit 9 Student Progress Measurements	33

VIDEO PRODUCTION DOCUMENTATION

TRAINING PROGRAM OF INSTRUCTION

Table of Contents

<u>Element</u>	<u>Page</u>
FUNCTIONAL AREA 4 – The Art of Videographic Documentation	
Unit 1 Fundamentals of Television Studio Production	34
Unit 2 Visual Information Administration	35
Unit 3 Advanced Applications of Non-linear Editing Techniques	36
Unit 4 Fundamentals of Interview Techniques	37
Unit 5 The Art of Capturing Uncontrolled and Semi-Controlled Action	38
Unit 6 Special Considerations for Contingency Operations	39
Unit 7 Student Progress Measurements	40
FUNCTIONAL AREA 5 – Culmination of Videographic Documentation Principles	
Unit 1 Comprehensive Skills Measurement	41
FUNCTIONAL AREA 6 – Course Administration	
Unit 1 Course Opening	42
Unit 2 Research and Evaluation Division (RAED) Solicited Critiques	43
Unit 3 Course Closing	44

TRAINING PROGRAM OF INSTRUCTION

Preface

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): DINFOS-VPD

TITLE: Video Production Documentation Course

TRAINING LOCATION: Defense Information School, Fort George G. Meade, Maryland

SPECIALTY AWARDED:

US Army	Military Occupational Specialty (MOS)	25V
US Air Force	Air Force Specialty Code (AFSC)	3V033
US Navy	Navy Enlisted Classification (NEC)	8143
US Marine Corps	Military Occupational Specialty (MOS)	4671

PURPOSE: To identify the training requirements for award of the aforementioned occupational specialties. This document provides a summary of the training objectives and activities used to fulfill the Service-mandated knowledge and performance skill competencies to be experienced and achieved by each student in order to successfully complete this course. The course trains students in the principles, techniques, and skills required to perform the duties and functions of video production and documentation specialists.

COURSE DESCRIPTION: The scope of training provides the knowledge and skills needed to perform the duties required for visual information production assignments supporting video documentation of training and operations, public affairs, joint operations, and studio missions throughout the Armed Forces. This includes the operation of a variety of video cameras, video editing systems, and audio, lighting, and studio equipment. Students learn to perform skills in the principles of video framing, composition, visualization, storytelling, and audio and video editing (linear and non-linear). The graduate achieves an apprentice level of competence for video production and documentation of military events and features.

PREREQUISITES: None

SECURITY CLEARANCE: None

CLASS SIZE:

MAXIMUM: 24

MINIMUM: 8

ANNUAL COURSE CAPACITY: 264

COURSE LENGTH: 72 Training Days

ACADEMIC HOURS: 563

ADMINISTRATIVE HOURS: 13

TOTAL COURSE HOURS: 576

INSTRUCTOR CONTACT HOURS: 3,034

TYPE/METHOD OF INSTRUCTION:	HOURS:
ADMINISTRATIVE (AD):	13.0
LECTURE (L):	120.0
DEMONSTRATION (D):	25.5
CASE STUDY (CS):	3.0
PERFORMANCE EXERCISE (PE):	192.5
WRITTEN EXAMINATION (EW):	26.0
PERFORMANCE EXAMINATION (EP):	196.0

TRAINING START DATE: January 9, 2006

ENVIRONMENTAL IMPACT: None. DoD policy was followed to assess the environmental impact.

MANPOWER: The Inter-service Training Review Organization (ITRO) formula was used to determine the number of instructors required. Recommend 25 instructors to accomplish this training as planned effective 13 Aug 2003.

EQUIPMENT AND FACILITIES: The Course Design Resource Estimate (CDRE) contains this information.

TRAINING DEVELOPMENT PROPONENT: Defense Information School, Course Development Division: (301) 677-3258; DSN 622-3258

FUNCTIONAL AREA 1
FOUNDATIONS OF VIDEO CONCEPTS

Terminal Training Outcome: *The student has learned the fundamental elements of function and process used in videography. Emphasis is placed on establishing individual habits of safety and security balanced with the crucial mission requirements of being a military videographer. The student is fully prepared and oriented to begin developing individual skills in a crawl-walk-run training approach to accomplish apprentice competence in the full spectrum of video production.*

TPFN: DINFOS-VPD 001-001-

UNIT TITLE: The Role and Missions of the Military Videographer

TPFN HOURS AND TYPE: 2 L

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: None

TASK(s): 001 Identify the videographer's role during peacetime missions
 002 Identify the videographer's role during contingency and wartime missions

SUMMARY OF INSTRUCTION: This motivational presentation exposes the student to a variety of peacetime and contingency missions that each may experience as a military videographer. Aimed at identifying the traits and characteristics each will develop throughout their careers, special emphasis is placed on the integral role the military videographer plays in capturing historical events. Student competency is measured and reinforced in the written quiz DINFOS-VPD 001-003-003 and the written examination DINFOS-VPD 001-007-001. Students must achieve a minimum passing score of 70 percent on the written examination to advance to Functional Area 2.

REFERENCES: Student Study Guide

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1
FOUNDATIONS OF VIDEO CONCEPTS

TPFN: DINFOS-VPD 001-002-

UNIT TITLE: Principles of Safety and Security

TPFN HOURS AND TYPE: 4 L

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: None

TASK(s):	001	Describe principles of personal safety
	002	Describe principles of physical security
	003	Identify aspects of electrical safety
	004	Identify explosive hazards
	005	Describe principles of operational security
	006	Identify principles of communication security
	007	Define the videographer's role in security of classified materials

SUMMARY OF INSTRUCTION: Basic aspects of personal safety and security are introduced to the student with emphasis on the hazards and threats found within the operational environment of the military videographer. Specific security measures to include project classifications and handling procedures are also discussed. This instruction is selectively restated and reinforced in future practical exercises and performance examinations throughout the course. Student competency is measured and reinforced in the written quiz DINFOS-VPD 001-003-003 and the written examination DINFOS-VPD 001-007-001. Students must achieve a minimum passing score of 70 percent on the written examination to advance to Functional Area 2.

REFERENCES: Video Field Production and Editing 6th edition, Compesi, Ronald; Television Production Handbook 8th edition, Zettl, Herbert; <http://www.tz.unh.edu/spring99/pg4.html>

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1
FOUNDATIONS OF VIDEO CONCEPTS

TPFN: DINFOS-VPD 001-003-

UNIT TITLE: Fundamentals of Electricity and the Video Signal

TPFN HOURS AND TYPE: 4 L; 1 EW

TPFN TOTAL HOURS: 5

PREREQUISITE TPFN: None

TASK(s):	001	Identify basic electrical principles and components: Circuits, fuses, batteries, and extension cords
	002	Describe characteristics of the video signal and image scan
	003	Student Progress Quiz and Critique Units 1–3

SUMMARY OF INSTRUCTION: The student is introduced to the operator-level electrical components of equipment they may encounter throughout their career. Emphasis is placed on the proper distribution of power and prevention of overloading circuits when conducting video operations. Technical aspects of television standards such as screen resolution are also discussed to develop an understanding of how motion media signals are captured and broadcast. Student competency is measured and reinforced in the written quiz DINFOS-VPD 001-003-003 and the written examination DINFOS-VPD 001-007-001. Students must achieve a minimum passing score of 70 percent on the written examination to advance to Functional Area 2.

REFERENCES: Video Field Production and Editing, 6th edition, Compesi, Ronald J; Television Production Handbook, 8th edition, Zettl, Herbert; <http://kropla.com/tv.htm>; <http://kropla.com/electric2.htm>

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:12 (EW)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1
FOUNDATIONS OF VIDEO CONCEPTS

TPFN: DINFOS-VPD 001-004-

UNIT TITLE: Fundamentals of Video Editing Systems

TPFN HOURS AND TYPE: 5 L; 1 PE

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: None

TASK(s):	001	Identify the concepts of video editing
	002	Identify video editing systems
	003	Identify phases of the video editing process
	004	Identify principles of address code systems
	005	Operate linear editing system

SUMMARY OF INSTRUCTION: Various videographic editing systems are identified with emphasis on the technical aspects of videotape editing. The four phases of the video editing process will be discussed focusing on the use of time-code for recording, locating, and editing media. Student competency is measured and reinforced in the written quiz DINFOS-VPD 001-006-006 and written examination DINFOS-VPD 001-007-001. Performance will be measured in the performance test DINFOS-VPD 001-007-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 2.

REFERENCES: Video Field Production and Editing, 6th edition, Compesi, Ronald J; Television Production Handbook, 8th edition, Zettl, Herbert

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:4 (PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 1
FOUNDATIONS OF VIDEO CONCEPTS

TPFN: DINFOS-VPD 001-005-

UNIT TITLE: Basic Applications of Non-Linear Editing Techniques I

TPFN HOURS AND TYPE: 10 L; 13 PE

TPFN TOTAL HOURS: 23

PREREQUISITE TPFN: DINFOS-VPD 001-004

TASK(s):	001	Identify principles of non-linear editing
	002	Identify characteristics of non-linear editing systems
	003	Identify non-linear editing fundamentals
	004	Demonstrate fundamentals of non-linear editing techniques
	005	Student Performance Exercise “Rainforest” (PE)
	006	Student Performance Exercise “Numbers” (PE)

SUMMARY OF INSTRUCTION: Hands on training is provided for introduction to basic non-linear editing techniques. Students are required to complete various editing exercises that demonstrate the basic skills needed to assemble various shots into a logical sequence. These skills include launching a non-linear editing system, basic media management, performing insert and assemble edits. Student competency is measured and reinforced in the written quiz DINFOS-VPD 001-006-006 and written examination DINFOS-VPD 001-007-001. Performance will be measured in the performance test DINFOS-VPD 001-007-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 2.

REFERENCES: Video Field Production and Editing, 6th edition, Compesi, Ronald J; Television Production Handbook, 8th edition, Zettl, Herbert; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:4 (PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 1
FOUNDATIONS OF VIDEO CONCEPTS

TPFN: DINFOS-VPD 001-006-

UNIT TITLE: Common Techniques of Pictorial Continuity

TPFN HOURS AND TYPE: 5 L; 4 PE; 1 EW

TPFN TOTAL HOURS: 10

PREREQUISITE TPFN: DINFOS-VPD 001-005

TASK(s):	001	Define visual storytelling and continuity
	002	Identify principles of the 30/30 rule
	003	Demonstrate screen direction (dynamic and static)
	004	Achieve clean entrances and exits
	005	Demonstrate matching action
	006	Student Progress Quiz and Critique Units 4-6
	007	Student performance exercise “Basic Sequences” (PE)

SUMMARY OF INSTRUCTION: Several different approaches of visual storytelling and continuity used during a video production are introduced. The student must edit a story sequence that employs each of these techniques for achieving pictorial continuity. This non-graded performance exercise effort is critiqued to identify the strengths and weakness of each shot utilized and its contribution to the storytelling process as a whole. Student competency is measured and reinforced in the written quiz DINFOS-VPD 001-006-006 and written examination DINFOS-VPD 001-007-001. Performance will be measured in the performance test DINFOS-VPD 001-007-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 2.

REFERENCES: The Five C's of Cinematography: Motion Picture Filming Techniques, Mascelli, Joseph; How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:12 (EW); 1:4 (PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 1
FOUNDATIONS OF VIDEO CONCEPTS

TPFN: DINFOS-VPD 001-007-

UNIT TITLE: Student Progress Measurements

TPFN HOURS AND TYPE: 3 EW; 6 EP

TPFN TOTAL HOURS: 9

PREREQUISITE TPFN: All Previous TPFNs

TASK(s): 001 Functional area examination and critique (EW)
 002 Edit “Basic Sequences” (EP)

SUMMARY OF INSTRUCTION: The student must be able to demonstrate knowledge and proficiency in all aspects of Functional Area 1: Foundations of Video Concepts. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 2. A feedback session will be provided to review the written examination and any other content associated with Functional Area 1. The student will also receive a complete critique of all observed strengths and weaknesses identified during the performance examination.

REFERENCES: Video Field Production and Editing, 6th edition, Compesi, Ronald J; Television Production Handbook, 8th edition, Zettl, Herbert; How to Shoot a Movie and Video Story, Gaskill and Englander; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series; <http://www.tz.unh.edu/spring99/pg4.html>

INSTRUCTOR/STUDENT RATIO: 1:12 (EW); 1:4 (EP)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 2
FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION

Terminal Training Objective: *The student possesses a fundamental comprehension of all aspects of video production and documentation. In this area of concentration, the student focuses on developing video shooting and recording skills. The student has performed the essential skills to gather videographic data as a supervised apprentice.*

TPFN: DINFOS-VPD 002-001-

UNIT TITLE: Introduction to Video Technology

TPFN HOURS AND TYPE: 3 L

TPFN TOTAL HOURS: 3

PREREQUISITE TPFN: None

TASK(s):

001	Define the basic video system
002	Identify video camera types, parts and functions
003	Identify operating characteristics of video cameras
004	Identify characteristics of magnetic recording materials

SUMMARY OF INSTRUCTION: The different types and components of basic video systems are identified as well as the functions they perform. These components include internal parts of a video camera such as the beam splitter, charged-coupled device, and video processor. The student also receives instruction on the process by which magnetic recording occurs and how this relates to the videographic process. Student competency is measured and reinforced in the written quiz DINFOS-VPD 002-005-008 and the written examination DINFOS-VPD 002-012-001. Students must achieve a minimum passing score of 70 percent on the written examination to advance to Functional Area 3.

REFERENCES: Video Field Production and Editing, 6th edition, Compesi, Ronald J; Television Production Handbook, 8th edition, Zettl, Herbert; The American Cinematographer Video Manual, Michael Grotticelli; and Understanding Television, Discovery Channel Education

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 2
FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION

TPFN: DINFOS-VPD 002-002-

UNIT TITLE: Basic Characteristics of Light

TPFN HOURS AND TYPE: 5 L

TPFN TOTAL HOURS: 5

PREREQUISITE TPFN: None

TASK(s):	001	Describe the nature of light
	002	Identify light sources
	003	Describe the behavior of light
	004	Identify types of illumination
	005	Describe light intensity
	006	Describe qualities of color temperature and balance
	007	Identify types and uses of filters

SUMMARY OF INSTRUCTION: The nature and behavior of a variety of light sources are identified relating how they impact the overall quality of a scene. Emphasis is placed on the manipulation of images through light intensity, color temperature, color balance, and the use of filters. Student competency is measured and reinforced in the written quiz DINFOS-VPD 002-005-008 and the written examination DINFOS-VPD 002-012-001. Students must achieve a minimum passing score of 70 percent on the written examination to advance to Functional Area 3.

REFERENCES: Video Field Production and Editing, 6th edition, Compesi, Ronald J; Television Production Handbook, 8th edition, Zettl, Herbert

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 2
FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION

TPFN: DINFOS-VPD 002-003-

UNIT TITLE: Introduction to Optics and Lenses

TPFN HOURS AND TYPE: 4 L

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: None

TASK(s):	001	Identify the principles of vision
	002	Describe the illusion of motion
	003	Identify optical characteristics
	004	Identify principles of lens selection: focal length, hyper-focal distance and perspective (advantages and disadvantages)

SUMMARY OF INSTRUCTION: Concepts of how the human eye sees and its relation to the optical characteristics of a camera lens are discussed. Once understood, the student learns methods by which they can influence these traits through focal length selection, manipulation of depth of field, and selective camera angles. These fundamentals create the foundation for all future performance exercise. Student competency is measured and reinforced in the written quiz DINFOS-VPD 002-005-008 and the written examination DINFOS-VPD 002-012-001. Students must achieve a minimum passing score of 70 percent on the written examination to advance to Functional Area 3.

REFERENCES: Video Field Production and Editing, 6th edition, Compesi, Ronald J; Television Production Handbook, 8th edition, Zettl, Herbert; Portable Video ENG/EFP, Medoff and Tanquary

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 2
FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION

TPFN: DINFOS-VPD 002-004-

UNIT TITLE: Information Management of Visual Information Products

TPFN HOURS AND TYPE: 3.5 L; 9.5 PE

TPFN TOTAL HOURS: 13

PREREQUISITE TPFN: None

TASK(s):	001	Record slate, label and VIRIN data
	002	Establish caption and run sheet requirements
	003	Establish non-linear video input, logging, and batch recording procedures
	004	Student Performance Exercise "Video Technology" (PE)

SUMMARY OF INSTRUCTION: The military standard for storage and identification of visual information products are introduced with specific focus on the Visual Information Record Identification Number (VIRIN) and DD FORM 2537, Visual Information Caption Sheet. The student learns the importance of accuracy in describing product content while creating captions, emphasizing the role captions play in the video editing process. Students will also learn to transfer media from tape to a non-linear editing system, utilizing the caption sheet information they created. Student competency is measured and reinforced in the written quiz DINFOS-VPD 002-005-008 and the written examination DINFOS-VPD 002-012-001. Performance will be measured in the performance quiz DINFOS-VPD 002-011-006 and performance test DINFOS-VPD 002-012-002. Students must achieve a minimum passing score of 70 percent on the written examination to advance to Functional Area 3.

REFERENCES: USAF AFI 33-117 Visual Information Management; USN/USMC OPNAV 3104 / MCO 31041; USA DA PAM 2591 VI Procedures; DOD Directive 5040.4; DOD 5040.5 Joint Combat Camera DOD Directive; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series

INSTRUCTOR/STUDENT RATIO: 1:24 (L), 1:4 (PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 2
FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION

TPFN: DINFOS-VPD 002-005-

UNIT TITLE: Preparation to Shoot and Record

TPFN HOURS AND TYPE: 3 L; 2 D; 5 PE; 1 EW

TPFN TOTAL HOURS: 11

PREREQUISITE TPFN: DINFOS-VPD 002-001, DINFOS-VPD 002-002, DINFOS-VPD 002-003, and DINFOS-VPD 002-004

TASK(s):	001	Identify parts and uses of tripods
	002	Set up and operate tripod
	003	Perform established camera set-up procedures
	004	Perform camera white balance procedures
	005	Operate automatic iris and manual iris
	006	Operate automatic and manual focus during recording
	007	Perform operator preventive maintenance
	008	Student Progress Quiz and Critique Units 1-5
	009	Student Performance Exercise

SUMMARY OF INSTRUCTION: A step-by-step demonstration of the procedures for setting up a video camera and tripod is given with an explanation of critical tasks such as white-balance, focus, and iris control. Students are placed in groups of four or less to become familiar with their cameras through individual instruction and hands-on practical application. The performance exercise is designed to identify the initial strengths and weaknesses of the students as video camera operators through instructor and peer feedback. Student competency is measured and reinforced in the written quiz DINFOS-VPD 002-005-008 and written examination DINFOS-VPD 002-012-001. Performance will be measured in the performance test DINFOS-VPD 002-012-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 3.

REFERENCES: Television Production Handbook, 8th edition, Zettl, Herbert; Video Field Production and Editing, 6th edition, Compesi, Ronald J.

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:12 (EW); 1:4 (D, PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 2
FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION

TPFN: DINFOS-VPD 002-006-

UNIT TITLE: Basic Principles of Visual Composition (Application and Framing)

TPFN HOURS AND TYPE: 3 L; 1 D; 9 PE

TPFN TOTAL HOURS: 13

PREREQUISITE TPFN: DINFOS-VPD 002-005

TASK(s):	001	Identify the purpose of focal length selection
	002	Identify scene elements influenced through lens selection
	003	Demonstrate image size control with focal length
	004	Demonstrate control of perspective and screen depth through camera angles
	005	Demonstrate control of perception through focal length
	006	Student Performance Exercise "Focal Length" (PE)

SUMMARY OF INSTRUCTION: Students are instructed on the impact that a wide, narrow, or telephoto lens has on the images recorded by a camera. Basic applications of framing and the arrangement of scene elements are also discussed, giving the student more insight as to how camera placement influences the final scene recorded. Methods of controlling image size as well as visual perspective and perception are established with an emphasis on making the captured images visually appealing to an audience. Student competency is measured and reinforced in the written quiz DINFOS-VPD 002-011-003 and written examination DINFOS-VPD 002-012-001. Performance will be measured in the performance quiz DINFOS-VPD 002-011-006 and performance test DINFOS-VPD 002-012-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 3.

REFERENCES: Television Production Handbook, 8th edition, Zettl, Herbert; How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:4 (D, PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 2
FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION

TPFN: DINFOS-VPD 002-007-

UNIT TITLE: Introduction to Visual Storytelling

TPFN HOURS AND TYPE: 3 L; 1 D; 7 PE

TPFN TOTAL HOURS: 11

PREREQUISITE TPFN: All Previous TPFNs

TASK(s):	001	Demonstrate center of interest
	002	Demonstrate image placement
	003	Establish visual perspective (aerial and linear)
	004	Achieve overlapping action
	005	Identify principles of the 180-degree rule (action axis)
	006	Record visual storytelling (long, medium, close-up shots)

SUMMARY OF INSTRUCTION: Video production storytelling is introduced with examples and explanations of image placement, image size, and creating a basic sequence. A demonstration of the action axis is given for students to conceptualize how camera/subject placement impacts the audience's understanding of a scene. The importance of overlapping action while shooting is also discussed with a focus on visualizing the final edited product. The performance exercise requires students to display an understanding of the fundamental shooting concepts. Student competency is measured and reinforced in the written quiz DINFOS-VPD 002-011-003 and written examination DINFOS-VPD 002-012-001. Performance will be measured in the performance quiz DINFOS-VPD 002-011-006 and performance test DINFOS-VPD 002-012-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 3.

REFERENCES: How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander; The Five C's of Cinematography, Motion Picture Filming Techniques, Mascelli, Joseph V.

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:4 (D, PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 2
FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION

TPFN: DINFOS-VPD 002-008-

UNIT TITLE: Basic Applications of Pictorial Continuity

TPFN HOURS AND TYPE: 7 L; 14 PE

TPFN TOTAL HOURS: 21

PREREQUISITE TPFN: DINFOS-VPD 002-007

- TASK(s):**
- | | |
|-----|---|
| 001 | Record visual storytelling (shot relativity: long shot, medium shot, close-up) |
| 002 | Perform visual storytelling (variations of basic sequence: extreme long shot, full-figure shot, and extreme close-up) |
| 003 | Demonstrate pacing and timing shooting techniques |
| 004 | Achieve changes in screen direction |
| 005 | Record cut-ins and cut aways |
| 006 | Student Performance Exercise (PE) |

SUMMARY OF INSTRUCTION: Building on the foundation of DINFOS-VPD 002-007, the concept of shot relativity is discussed and utilized to introduce variations of the basic sequence. These additional shots give the student more tools to create an effective, logical story. Visualizing the final edited product is again emphasized with the concept of pacing and timing shooting techniques and appropriately utilizing screen direction changes. Cut-ins and cut-aways are also introduced as a means to mask screen direction changes, matching action problems, and bring more detail into a story. Instructor and peer review of the performance exercise reinforces these concepts while encouraging the student to seek creative ways to effectively tell a complete story. Student competency is measured and reinforced in the written quiz DINFOS-VPD 002-011-003 and written examination DINFOS-VPD 002-012-001. Performance will be measured in the performance quiz DINFOS-VPD 002-011-006 and performance test DINFOS-VPD 002-012-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 3.

REFERENCES: How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander; Video Field Production and Editing, 6th edition, Compesi, Ronald J; The Five C's of Cinematography, Motion Picture Filming Techniques, Mascelli, Joseph V.

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:4 (PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 2
FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION

TPFN: DINFOS-VPD 002-009-

UNIT TITLE: Introduction to Basic Camera Movements

TPFN HOURS AND TYPE: 1.5 L; 1.5 D; 3 PE

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: DINFOS-VPD 002-006

TASK(s):	001	Identify the purpose of camera movements
	002	Perform camera movements (pan, tilt and compound)
	003	Student Performance Exercise "Camera Movements" (PE)

SUMMARY OF INSTRUCTION: This introduction to camera movements encompasses the techniques for panning, tilting, and compound movements while mounted to a tripod. Working in groups of four, a demonstration period provides students with personalized instruction for performing these techniques properly. Upon completion of instruction, students are required to participate in a non-graded performance exercise emphasizing the tasks learned. Student competency is measured and reinforced in the written quiz DINFOS-VPD 002-011-003 and written examination DINFOS-VPD 002-012-001. Performance will be measured in the performance quiz DINFOS-VPD 002-011-006 and performance test DINFOS-VPD 002-012-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 3.

REFERENCES: How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:4 (D, PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 2
FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION

TPFN: DINFOS-VPD 002-010-

UNIT TITLE: Integration of Audio Fundamentals

TPFN HOURS AND TYPE: 6 L; 8 PE

TPFN TOTAL HOURS: 14

PREREQUISITE TPFN: None

- TASK(s):**
- 001 Identify the effects of audio on production
 - 002 Define the theory of sound principles
 - 003 Define microphone pick-up patterns and operational characteristics
 - 004 Identify types and uses of microphones to include: shotgun, hand-held, lavalier, mobile, etc.
 - 005 Select appropriate microphone and control audio quality

SUMMARY OF INSTRUCTION: Integration of Audio Fundamentals focuses on the vital role that audio plays in the success of a production. Students learn to identify different types of microphones, the pickup patterns they possess, and proper methods of employing them during a production. Upon completion of instruction, students perform a non-graded exercise comparing different types of microphones acquiring the same audio source. Student competency is measured and reinforced in the written quiz DINFOS-VPD 002-011-003 and written examination DINFOS-VPD 002-012-001. Performance will be measured in the performance quiz DINFOS-VPD 002-011-006 and performance test DINFOS-VPD 002-012-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 3.

REFERENCES: Television Production Handbook, 8th edition, Zettl, Herbert

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:4 (PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 2
FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION

TPFN: DINFOS-VPD 002-011-

UNIT TITLE: Introduction to the Art and Aesthetics of Editing

TPFN HOURS AND TYPE: 2 L; 20 PE; 1 EW; 12 EP

TPFN TOTAL HOURS: 35

PREREQUISITE TPFN: All Previous TPFNs

TASK(s):	001	Discuss pacing and timing (editing techniques)
	002	Identify editing principles of shot progression, sequencing, pacing and timing
	003	Student Progress Quiz and Critique Units 6-11
	004	Student Performance Exercise "Tripod Exercise" (PE)
	005	Student Performance Exercise "The Bank Robbery" (PE)
	006	Student Performance Quiz "A Day at the Range" (EP)

SUMMARY OF INSTRUCTION: In this unit students begin to learn the concept that video content dictates the methods by which they assemble an edited project. By adjusting shot length through pacing and timing editing techniques, the effectiveness and continuity of a video production is improved. Through utilization of these two tasks, students further enhance their storytelling abilities. The two performance exercises reinforce all video production fundamentals taught in Functional Area's 1 and 2 to identify a student's technical proficiency. Student competency is measured and reinforced in the written quiz DINFOS-VPD 002-011-003 and written examination DINFOS-VPD 002-012-001. Performance will be measured in the performance quiz DINFOS-VPD 002-011-006 and performance test DINFOS-VPD 002-012-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 3.

REFERENCES: Television Production Handbook, 8th edition, Zettl, Herbert

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:12 (EW) 1:4 (PE, EP)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 2
FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION

TPFN: DINFOS-VPD 002-012-

UNIT TITLE: Student Progress Measurements

TPFN HOURS AND TYPE: 3 EW; 18 EP

TPFN TOTAL HOURS: 21

PREREQUISITE TPFN: All Previous TPFNs

TASK(s): 001 Functional area examination and critique (EW)
 002 Shoot and edit “Something in My Boot” (EP)

SUMMARY OF INSTRUCTION: The student must be able to demonstrate knowledge and proficiency in all aspects of Functional Area 2: Fundamentals of Videographic Production. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 3. A feedback session will be provided to review the written examination and any other content associated with Functional Area 2. The student will also receive a complete critique of all observed strengths and weaknesses identified during the performance examination.

REFERENCES: Video Field Production and Editing, 6th edition, Compesi, Ronald J; Television Production Handbook, 8th edition, Zettl, Herbert; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series; How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander; The American Cinematographer Video Manual, Michael Grotticelli, Ed.; The Five C's of Cinematography, Motion Picture Filming Techniques, Mascelli, Joseph V.

INSTRUCTOR/STUDENT RATIO: 1:12 (EW); 1:4 (EP)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 3
THE ART OF VIDEOGRAPHIC PRODUCTION

Terminal Training Objective: *The student has performed increasingly complex videographic skills with the introduction of storytelling techniques that convey affect and enhance story perception for the viewer. Shooting and recording experience is reinforced while increasing emphasis on placed on planning, and editing functions within the process. The student gains confidence to gather videographic documentary data with limited supervision.*

TPFN: DINFOS-VPD 003-001-

UNIT TITLE: Basic Applications of Non-Linear Editing Techniques II

TPFN HOURS AND TYPE: 3 D; 4 PE

TPFN TOTAL HOURS: 7

PREREQUISITE TPFN: DINFOS-VPD 002-011

TASK(s):	001	Identify aspects of non-linear audio editing
	002	Identify non-linear basic trimming techniques
	003	Determine proper use of titles, dissolves, and effects
	004	Student Performance Exercise "Trimming" (PE)

SUMMARY OF INSTRUCTION: Building upon the foundation laid in Functional Area 2, Basic Non-linear Editing Techniques II introduces refinement methods such as locating audio cues, trimming, creating titles, and simple effects and dissolves. By utilizing these techniques, students now have the ability to perfect their projects prior to being submitted. Student competency is measured and reinforced in the written quiz DINFOS-VPD 003-004-006 and written examination DINFOS-VPD 003-009-001. Performance will be measured in the performance test DINFOS-VPD 003-009-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 4.

REFERENCES: Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series; Television Production Handbook, 8th edition, Zettl, Herbert

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 3
THE ART OF VIDEOGRAPHIC PRODUCTION

TPFN: DINFOS-VPD 003-002-

UNIT TITLE: Basic Lighting for Video

TPFN HOURS AND TYPE: 4 L; 4 D; 6 PE

TPFN TOTAL HOURS: 14

PREREQUISITE TPFN: DINFOS-VPD 002-002

TASK(s):	001	Identify types and uses of portable lighting equipment
	002	Operate portable lighting equipment
	003	Determine lighting requirements for field production
	004	Demonstrate lighting techniques for field production
	005	Achieve triangle lighting of a subject
	006	Operate an exposure meter
	007	Student Performance Exercise (PE)

SUMMARY OF INSTRUCTION: Basic Lighting for Video introduces the impact that proper lighting can have on the overall mood of a production. Students learn the foundation of video lighting, three-point lighting, for creating the impression of three dimensions in a two-dimensional medium such as television. These methods are practiced in multiple lighting scenarios in which the student is required to record the specified scene and apply the appropriate lighting solution. Student competency is measured and reinforced in the written quiz DINFOS-VPD 003-004-006 and written examination DINFOS-VPD 003-009-001. Performance will be measured in the performance test DINFOS-VPD 003-009-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 4.

REFERENCES: Television Production Handbook, 8th edition, Zettl, Herbert

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:4 (D, PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 3
THE ART OF VIDEOGRAPHIC PRODUCTION

TPFN: DINFOS-VPD 003-003-

UNIT TITLE: Intermediate Audio Recording Skills

TPFN HOURS AND TYPE: 4 L; 2 D; 9 PE

TPFN TOTAL HOURS: 15

PREREQUISITE TPFN: DINFOS-VPD 002-010, DINFOS-VPD 003-002

TASK(s):	001	Establish uses of microphones in unique situations
	002	Identify audio accessories: filters, barrels, stands, etc.
	003	Demonstrate "interfacing" with appropriately selected and matched equipment
	004	Employ proper microphone placement
	005	Identify functions and uses of portable audio mixers
	006	Adjust audio levels referencing the VU meter
	007	Perform field mixing of multiple audio feeds
	008	Student Performance Exercise "Mafia / Lambs" (PE)

SUMMARY OF INSTRUCTION: Building on the foundation established in Integration of Audio Fundamentals, students are introduced to the barriers that will be encountered during on-location video shoots. Selective microphone placement, utilization of audio accessories, and mixing of multiple audio sources will be covered to achieve this task. Upon completion of instruction, students will complete a non-graded performance exercise in which they are required to utilize multiple microphones and light based on the guidelines specified in FA 3-2, Basic Video Lighting. Student competency is measured and reinforced in the written quiz DINFOS-VPD 003-004-006 and written examination DINFOS-VPD 003-009-001. Performance will be measured in the performance test DINFOS-VPD 003-009-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 4.

REFERENCES: Television Production Handbook, 8th edition, Zettl, Herbert; Shure FP 33 Users Guide

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:4 (D, PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 3
THE ART OF VIDEOGRAPHIC PRODUCTION

TPFN: DINFOS-VPD 003-004-

UNIT TITLE: The Art of Composition Techniques

TPFN HOURS AND TYPE: 5 L; 3 CS; 16 PE; 1 EW

TPFN TOTAL HOURS: 25

PREREQUISITE TPFN: DINFOS-VPD 002-007

TASK(s):	001	Identify compositional language: including lines, forms, mass, and movement
	002	Demonstrate balance: formal and informal within the field of view
	003	Identify reasons for changing the center of interest
	004	Student Performance Exercise "Film Critique" (CS)
	005	Student Performance Exercise "The Exchange" (PE)
	006	Student Progress Quiz and Critique Units 1-4

SUMMARY OF INSTRUCTION: In this unit the student learns to identify compositional elements of lines, form, mass and balance within the field of view, and the effects of changing the center of interest and camera angles from shot to shot. Multiple examples and demonstrations are provided to ensure an understanding of the concepts learned, leading to a performance exercise requiring the student to achieve a specific storytelling approach using each of the techniques established. Student competency is measured and reinforced in the written quiz DINFOS-VPD 003-004-006 and written examination DINFOS-VPD 003-009-001. Performance will be measured in the performance test DINFOS-VPD 003-009-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 4.

REFERENCES: The Five C's of Cinematography, Motion Picture Filming Techniques, Mascelli, Joseph V.; <http://www.cybercollege.org/tvp023.htm>; <http://www.cybercollege.org/tvp024.htm>; <http://www.cybercollege.org/tvp025.htm>

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:12 (CS, EW); 1:4 (PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 3
THE ART OF VIDEOGRAPHIC PRODUCTION

TPFN: DINFOS-VPD 003-005-

UNIT TITLE: Electronic Field Production: Planning

TPFN HOURS AND TYPE: 4 L; 2 PE

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: All Previous TPFNs

TASK(s):	001	Identify EFP pre-production and post-production responsibilities
	002	Identify story visualization within script formats
	003	Develop a story treatment
	004	Design a storyboard
	005	Identify mission applications of electronic field production
	006	Assess operational limitations of electronic field productions
	007	Establish team coverage techniques for electronic field productions
	008	Identify team/crew responsibilities for electronic field productions
	009	Student Performance Exercise "Write The Commercial" (PE)

SUMMARY OF INSTRUCTION: In Electronic Field Production: Planning, students learn the basic elements of story visualization and script formats utilized for producing an electronic field production. By designing a script, storyboard and treatment for the future performance exercise "The Commercial," students receive practical hands-on application of material discussed during the lecture. Student competency is measured and reinforced in the written quiz DINFOS-VPD 003-008-005 and written examination DINFOS-VPD 003-009-001. Performance will be measured in the performance test DINFOS-VPD 003-009-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 4.

REFERENCES: Television Production Handbook, 8th edition, Zettl, Herbert; Portable Video: ENG and EFP, 3rd edition, Medoff and Tanquary

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:4 (PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 3
THE ART OF VIDEOGRAPHIC PRODUCTION

TPFN: DINFOS-VPD 003-006-

UNIT TITLE: Intermediate Applications of Non-linear Editing Techniques I

TPFN HOURS AND TYPE: 4 D; 4 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: DINFOS-VPD 003- 001

TASK(s): 001 Demonstrate intermediate non-linear editing techniques
 002 Student Performance Exercise Sub-clipping & Storyboard editing (PE)

SUMMARY OF INSTRUCTION: Intermediate Applications of Non-linear Editing Techniques I further builds upon the foundation laid in Basic Applications of Non-Linear Editing Techniques II. Students learn the timesaving editing techniques of sub-clipping digitized footage and arrangement of media to accomplish storyboard editing. By utilizing these concepts students become proficient non-linear editors, able to complete more difficult editing projects in less time. Student competency is measured and reinforced in the written quiz DINFOS-VPD 003-008-005 and written examination DINFOS-VPD 003-009-001. Performance will be measured in the performance test DINFOS-VPD 003-009-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 4.

REFERENCES: Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:4 (PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 3
THE ART OF VIDEOGRAPHIC PRODUCTION

TPFN: DINFOS-VPD 003-007-

UNIT TITLE: Electronic Field Production: Production

TPFN HOURS AND TYPE: 4 L; 18 PE

TPFN TOTAL HOURS: 22

PREREQUISITE TPFN: DINFOS-VPD 003-005

- TASK(s):**
- 001 Define applications for floor plans and location surveys
 - 002 Select and prepare equipment for field production
 - 003 Operate waveform monitor and vectorscope
 - 004 Employ team coverage techniques
 - 005 Define techniques for debriefing and critiques (AAR)
 - 006 Perform team member roles as Director, Crew Chief/Floor Manager, Camera Operator, Audio Technician, Grip, and Gaffer during field productions
 - 007 Student Performance Exercise "The Commercial" (PE)

SUMMARY OF INSTRUCTION: In Electronic Field Production: Production, the student learns about the proper paperwork and equipment required for successful completion an electronic field production. Preparation includes layout and design of a floor plan, location survey, and location sketch as well as operator preventive maintenance of equipment. Emphasis is placed on the students operating as a team and providing internal leadership and direction with less instructor guidance. Upon completing of the lecture, students perform the exercise "The Commercial" in which students must produce and edit a 30-60 second production operating as a team. Student competency is measured and reinforced in the written quiz DINFOS-VPD 003-008-005 and written examination DINFOS-VPD 003-009-001. Performance will be measured in the performance test DINFOS-VPD 003-009-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 4.

REFERENCES: Television Production Handbook, 8th edition, Zettl, Herbert; Video Field Production and Editing, 6th edition, Compesi, Ronald J.

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:4 (PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 3
THE ART OF VIDEOGRAPHIC PRODUCTION

TPFN: DINFOS-VPD 003-008-

UNIT TITLE: Intermediate Applications of Non-linear Editing Techniques II

TPFN HOURS AND TYPE: 3 D; 5 PE; 1 EW

TPFN TOTAL HOURS: 9

PREREQUISITE TPFN: DINFOS-VPD 003-006

TASK(s):	001	Perform fundamentals of non-linear audio editing
	002	Identify non-linear advanced trimming techniques (slipping and sliding)
	003	Perform non-linear audio mixing and gain adjustments
	004	Student Performance Exercise "Eco Challenge" (PE)
	005	Student Progress Quiz and Critique Units 5-8

SUMMARY OF INSTRUCTION: Intermediate Applications of Non-linear Editing Techniques II focuses on advanced methods for refining a non-linear edited project including trimming dialogue, creating split edits and maintaining audio / video sync. Through effective use of slipping and sliding and more complex audio editing, students now have the ability to submit a project which contains few or no editing errors. Student competency is measured and reinforced in the written quiz DINFOS-VPD 003-008-005 and written examination DINFOS-VPD 003-009-001. Performance will be measured in the performance test DINFOS-VPD 003-009-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 4.

REFERENCES: Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series

INSTRUCTOR/STUDENT RATIO: 1:12 (EW); 1:4 (D, PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 3
THE ART OF VIDEOGRAPHIC PRODUCTION

TPFN: DINFOS-VPD 003-009-

UNIT TITLE: Student Progress Measurements

TPFN HOURS AND TYPE: 3 EW; 56 EP

TPFN TOTAL HOURS: 59

PREREQUISITE TPFN: All Previous TPFNs

TASK(s): 001 Functional area examination and critique (EW)
 002 Prepare, shoot and edit an EFP (EP)

SUMMARY OF INSTRUCTION: The student must be able to demonstrate knowledge and proficiency in all aspects of Functional Area 3: The Art of Videographic Production. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 4. A feedback session will be provided to review the written examination and any other content associated with Functional Area 3. The student will also receive a complete critique of all observed strengths and weaknesses identified during the performance examination.

REFERENCES: Video Field Production and Editing, 6th edition, Compesi, Ronald J; Television Production Handbook, 8th edition, Zettl, Herbert; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series; How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander; The American Cinematographer Video Manual, Michael Grotticelli, Ed.; The Five C's of Cinematography, Motion Picture Filming Techniques, Mascelli, Joseph V.

INSTRUCTOR/STUDENT RATIO: 1:12 (EW); 1:4 (EP)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 4
THE ART OF VIDEOGRAPHIC DOCUMENTATION

Terminal Training Objective: *The student has performed and is prepared to produce and deliver effective video stories and products as a member of a small team. Performance emphasis is placed on enhancing non-linear editing skills. The student has experienced the broad spectrum of video production and documentation from studio applications to contingency operations.*

TPFN: DINFOS-VPD 004-001-

UNIT TITLE: Fundamentals of Television Studio Production

TPFN HOURS AND TYPE: 6 L

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: None

TASK(s):	001	Identify equipment, functions and layout of a TV studio
	002	Identify principles of studio set lighting
	003	Establish duties of floor manager to include: use of time cues, audio cues, and directional cues
	004	Identify studio operational functions: set-up procedures; camera controls; and camera movements
	005	Identify studio audio functions: operate audio console; and combine and balance audio sources
	006	Establish uses of character generator to incorporate graphics
	007	Identify uses of digitized cart, and CD player
	008	Identify reasons for using a teleprompter
	009	Identify uses of the switcher within a studio

SUMMARY OF INSTRUCTION: Students receive a brief overview of television studio operations and organization. Upon completion of the lecture, students receive a demonstration of the equipment they will encounter within a studio environment. Within this framework, the student is guided through the roles and responsibilities of the key positions identified above. Student competency is measured and reinforced in the written quiz DINFOS-VPD 004-003-005 and written examination DINFOS-VPD 004-007-001. Students must achieve a minimum passing score of 70 percent on the written examination to advance to Functional Area 5.

REFERENCES: Television Production Handbook, 8th edition, Zettl, Herbert

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 4
THE ART OF VIDEOGRAPHIC DOCUMENTATION

TPFN: DINFOS-VPD 004-002-

UNIT TITLE: Visual Information Administration

TPFN HOURS AND TYPE: 4 L

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: DINFOS-VPD 002-004

TASK(s):	001	Identify motion media products, labeling, and storage
	002	Identify communications laws applicable to VI operations (i.e., copyright, slander, libel, privacy)
	003	Identify publications, instruction, and technical orders applicable to VI operations
	004	Identify PIN and PAN numbers and their uses
	005	Identify video accessioning procedures
	006	Determine customers multimedia requirements

SUMMARY OF INSTRUCTION: In this unit the student learns the process and importance of VI administrative procedures. Emphasis is placed on proper compliance with federal copyright laws and methods of legally satisfying customer multimedia requirements. The importance of video accessioning is discussed to include the roles and missions of the Joint Combat Camera Center, Defense Visual Information Center, and Defense Automated Visual Information System. Student competency is measured and reinforced in the written quiz DINFOS-VPD 004-003-005 and written examination DINFOS-VPD 004-007-001. Students must achieve a minimum passing score of 70 percent on the written examination to advance to Functional Area 5.

REFERENCES: USAF AFI 33-117 Visual Information Management; USN/USMC OPNAV 3104 / MCO 31041; USA DA PAM 2591 VI Procedures; DOD Directive 5040.4; DOD 5040.5 Joint Combat Camera DOD Directive

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: None

FUNCTIONAL AREA 4
THE ART OF VIDEOGRAPHIC DOCUMENTATION

TPFN: DINFOS-VPD 004-003-

UNIT TITLE: Advanced Applications of Non-linear Editing Techniques

TPFN HOURS AND TYPE: 4 L; 1 EW

TPFN TOTAL HOURS: 5

PREREQUISITE TPFN: DINFOS-VPD 003-008

TASK(s):	001	Identify proper non-linear media management procedures
	002	Demonstrate proper non-linear media management
	003	Format video for non-tape media storage
	004	Export video to CD-ROM or DVD file
	005	Student Progress Quiz and Critique Units 1-3

SUMMARY OF INSTRUCTION: Advanced Applications of Non-linear Editing Techniques exposes students to editing methods utilized for larger scale productions. Students learn how to locate media from other projects and drives, properly format video for exportation to DVD file and remove media from the editor once it has been archived. Student competency is measured and reinforced in the written quiz DINFOS-VPD 004-003-005 and written examination DINFOS-VPD 004-007-001. Students must achieve a minimum passing score of 70 percent on the written examination to advance to Functional Area 5.

REFERENCES: Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series; Media Cleaner Pro 5.0 Manual

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:12 (EW)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 4
THE ART OF VIDEOGRAPHIC DOCUMENTATION

TPFN: DINFOS-VPD 004-004-

UNIT TITLE: Fundamentals of Interview Techniques

TPFN HOURS AND TYPE: 2 L; 16 PE

TPFN TOTAL HOURS: 18

PREREQUISITE TPFN: All Previous TPFNs

TASK(s):	001	Establish techniques in conducting interviews
	002	Record an interview within a controlled environment
	003	Record a field interview with supporting footage
	004	Student Performance Exercise Burn Interview to DVD/CD (PE)

SUMMARY OF INSTRUCTION: In Fundamentals of Interview Techniques the student receives instruction in, demonstrations of, and explanations how to conduct, record, and edit an interview. Student competency is measured and reinforced in the written quiz DINFOS-VPD 004-006-017 and written examination DINFOS-VPD 004-007-001. Performance will be measured in the performance test DINFOS-VPD 004-007-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 5.

REFERENCES: Television Field Production and Reporting, 3rd edition, Shook, Frederick

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:4 (PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 4
THE ART OF VIDEOGRAPHIC DOCUMENTATION

TPFN: DINFOS-VPD 004-005-

UNIT TITLE: The Art of Capturing Uncontrolled and Semi-Controlled Action

TPFN HOURS AND TYPE: 8 L; 19 PE

TPFN TOTAL HOURS: 27

PREREQUISITE TPFN: All Previous TPFNs

- TASK(s):**
- | | |
|-----|---|
| 001 | Determine the purpose of uncontrolled action missions |
| 002 | Recognize operating limitations and conditions of uncontrolled action |
| 003 | Complete pre-production requirements for uncontrolled action |
| 004 | Write for an uncontrolled action story |
| 005 | Demonstrate uncontrolled action lighting techniques (camera mounted) |
| 006 | Identify hand-held camera techniques |
| 007 | Demonstrate proper hand-held camera techniques |
| 008 | Student Performance Exercise "Uncontrolled Action" (PE) |
| 009 | Student Performance Exercise "Field Trip w/ Interview" (PE) |

SUMMARY OF INSTRUCTION: In The Art of Capturing Uncontrolled and Semi-Controlled Action the student recognizes the purpose and limitations of shooting uncontrolled action. Emphasis is placed on the camera, audio, and lighting techniques used when shooting under these conditions. The student practices these approaches and techniques in shooting and editing two non-graded performance exercises. Student competency is measured and reinforced in the written quiz DINFOS-VPD 004-006-017 and written examination DINFOS-VPD 004-007-001. Performance will be measured in the performance test DINFOS-VPD 004-007-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 5.

REFERENCES: Television Production Handbook, 8th edition, Zettl, Herbert; Television Field Production and Reporting, 3rd edition, Shook, Frederick; The Five C's of Cinematography, Motion Picture Filming Techniques, Mascelli, Joseph V.

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:4 (PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 4
THE ART OF VIDEOGRAPHIC DOCUMENTATION

TPFN: DINFOS-VPD 004-006-

UNIT TITLE: Special Considerations for Contingency Operations

TPFN HOURS AND TYPE: 4 L; 4 D; 1 EW; 12 EP

TPFN TOTAL HOURS: 21

PREREQUISITE TPFN: DINFOS-VPD 004-005

TASK(s):	001	Describe principles of personal safety in an operational environment
	002	Identify parts and uses of a 5-paragraph operations order
	003	Select, issue and check gear for deployment exercise
	004	Pack gear for deployment exercise
	005	Determine team responsibilities and considerations on deployment
	006	Operate night vision equipment in a field environment
	007	Shoot and edit individual assignments in a field environment
	008	Identify the purpose of, and applications for transmitting digital video
	009	Perform transmission of digital video in a field environment
	010	Prepare for redeployment and secure from location
	011	Debrief and critique contingency operations (AAR)
	012	Identify principles of aerial photo/videography
	013	Build and repair audio cables
	014	Perform individual camouflage
	015	Perform operator preventative maintenance during deployment exercise
	016	Perform combat camera operations in urban terrain
	017	Student Progress Quiz and Critique Units 4-5
	018	Student Performance Quiz

SUMMARY OF INSTRUCTION: The student receives a combat camera contingency scenario and mission briefing in preparation for deployment to a local field-training site. All knowledge tasks and performance skills are blended into this exercise simulating realistic combat theater to conduct missions while maintaining operational and communications security. The final portion includes student performance requirements of individual and crew accomplishments of specific missions for the accession and dispatch of viable combat camera products. Student competency is measured and reinforced in the written quiz DINFOS-VPD 004-006-017 and written examination DINFOS-VPD 004-007-001. Performance will be measured in the performance test DINFOS-VPD 004-007-002. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 5.

REFERENCES: Television Production Handbook, 8th edition, Zettl, Herbert; Video Acquisition and Editing Concepts, AFCD 3V053, Visual Information Production-Documentation Journeyman Volume 3; Wire, Cable and Fiber Optics for Video, Lampen

INSTRUCTOR/STUDENT RATIO: 1:24 (L); 1:12 (EW); 1:4 (D, EP)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 4
THE ART OF VIDEOGRAPHIC DOCUMENTATION

TPFN: DINFOS-VPD 004-007-

UNIT TITLE: Student Progress Measurements

TPFN HOURS AND TYPE: 3 EW, 20 EP

TPFN TOTAL HOURS: 23

PREREQUISITE TPFN: All Previous TPFNs

TASK(s): 001 Functional area examination and critique (EW)
 002 Prepare, shoot and edit an interview with supporting footage (EP)

SUMMARY OF INSTRUCTION: The student must be able to demonstrate knowledge and proficiency in all aspects of Functional Area 4: The Art of Videographic Documentation. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to advance to Functional Area 5. A feedback session will be provided to review the written examination and any other content associated with Functional Area 4. The student will also receive a complete critique of all observed strengths and weaknesses identified during the performance examination.

REFERENCES: Video Field Production and Editing, 6th edition, Compesi, Ronald J; Television Production Handbook, 8th edition, Zettl, Herbert; Television Field Production and Reporting, 3rd edition, Shook, Frederick; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series; How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander; The American Cinematographer Video Manual, Michael Grotticelli, Ed.; The Five C's of Cinematography, Motion Picture Filming Techniques, Mascelli, Joseph V.

INSTRUCTOR/STUDENT RATIO: 1:12 (EW); 1:4 (EP)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 5
CULMINATION OF VIDEOGRAPHIC DOCUMENTATION PRINCIPLES

Terminal Training Objective: *The student has performed as a video production and documentation apprentice with limited supervision. All academic and performance requirements have been fully reassessed and critiqued.*

TPFN: DINFOS-VPD 005-001-

UNIT TITLE: Comprehensive Skills Measurement

TPFN HOURS AND TYPE: 6 EW, 72 EP

TPFN TOTAL HOURS: 78

PREREQUISITE TPFN: All Previous TPFNs

TASK(s): 001 Comprehensive Course Examination Functional Areas 1-4 (EW)
 002 Prepare, shoot, caption and edit a documentary (EP)

SUMMARY OF INSTRUCTION: This unit is the culmination of all tasks learned and practiced throughout the Video Production Documentation Course. In small teams, the students produce a documentary on a pre-selected military event, activity, or unit. Student performance is scrutinized with a comprehensive checklist covering all shooting and editing aspects of the project. Students must achieve a minimum passing score of 70 percent on the written examination and performance test to graduate the course. A feedback session will be provided to review the written examination and any other content associated with video production. The student will also receive a complete critique of all observed strengths and weaknesses identified during the performance examination and throughout the course.

REFERENCES: Video Field Production and Editing, 6th edition, Compesi, Ronald J; Television Production Handbook, 8th edition, Zettl, Herbert; Television Field Production and Reporting, 3rd edition, Shook, Frederick; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series; How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander; The American Cinematographer Video Manual, Michael Grotticelli, Ed.; The Five C's of Cinematography, Motion Picture Filming Techniques, Mascelli, Joseph V.

INSTRUCTOR/STUDENT RATIO: 1:12 (EW); 1:4 (EP)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 6
COURSE ADMINISTRATION

TPFN: DINFOS-VPD 006-001-

UNIT TITLE: Course Opening

TPFN HOURS AND TYPE: 3 AD

TPFN TOTAL HOURS: 3

PREREQUISITE TPFN: None

TASK(s): 001 Complete in-processing
 002 Receive orientation and Commandant's welcome

SUMMARY OF INSTRUCTION: Self explanatory

REFERENCES: DINFOS Policies and Procedures Manual (POPMAN)

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 6
COURSE ADMINISTRATION

TPFN: DINFOS-VPD 006-002-

UNIT TITLE: Research and Evaluation Division (RAED) Solicited Critiques

TPFN HOURS AND TYPE: 4 AD

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: Scheduled at the end of select functional areas

TASK(s):

001	Course critique of functional areas I and II
002	Course critique of functional area III
003	End of course critique.

SUMMARY OF INSTRUCTION: Self-explanatory

REFERENCES: DINFOS Policies and Procedures Manual (POPMAN)

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 6
COURSE ADMINISTRATION

TPFN: DINFOS-VPD 006-003-

UNIT TITLE: Course Closing

TPFN HOURS AND TYPE: 6 AD

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: All Previous TPFNs

TASK(s): 001 Complete out-processing
 002 Participate in graduation ceremony

SUMMARY OF INSTRUCTION: Self-explanatory

REFERENCES: DINFOS Policies and Procedures Manual (POPMAN)

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

ACKNOWLEDGEMENTS

**VIDEO PRODUCTION DOCUMENTATION
COURSE**

Lieutenant Steven McClelland (USN).....Department Head, Combat Documentation
Technical Sergeant Timothy O'Bryan (USAF).....Subject Matter Expert
Staff Sergeant Melissa Nelson (USMC).....Subject Matter Expert